

TERMS OF REFERENCE FOR CMR SO2 SAFETY MANAGEMENT

Introduction

1. Commander Maritime Reserves (COMMARRES) commands the Royal Naval and Royal Marine Reserves known collectively as the Maritime Reserves (MR). The purpose of the MR as set out in the Maritime Reserve Directive.
2. Units are fundamental to the delivery of COMMARRES output. All posts within Commander Maritime Reserves Headquarters (CMR HQ) are to be occupied by suitably qualified and experienced personnel who have the time and skills to deliver in their specific role. This document provides the terms of reference for the SO2 Safety Management.

Purpose

3. Primary Purpose:

- a. To act as COMMARRES's HS&EP subject matter expert, delivering key functions, listed in the Tasks section below, to ensure legal and regulatory compliance by management of COMMARRES's Safety and Environmental Management Plan (SEMP).

4. Secondary Purpose:

- b. To provide advice and guidance to Command, Units and HQ to ensure that HS&EP processes and procedures are followed.
- c. To monitor and check safety performance and assurance to COMMARRES, and thus Dir P&T who is then held to account at the Navy Safety and Environment Board.
- d. To share best practice with other Safety Cells (via the Community of Practice) and managing Assumptions and Dependencies with other organisations.

Accountability

5. SO2 Safety Management is accountable to SO1 RNR for their day-to-day activities. They are also responsible to SO1 Trg for HS&EP aspects directly relating to Training activities within the MR.

Authority

6. SO2 Safety Management is authorised to:

- a. Liaise with the relevant HS&EP desks within MoD, Navy and outside agencies on matters pertaining to HS&EP matters.

- b. Provide guidance, leadership and direction HS&EP matters to CMR HQ staff, MR Unit Commanding Officers and their command teams, and Permanent Staff within units.

Competencies

- 7. In general, the post holder is to be an OF3. The following abilities to supplement the assumed core competencies of the holder (management and leadership) are required:
 - a. To be a visible, credible and recognisable Staff Officer, with appropriate skills and experience, to allow the proper performance of their duties.
 - b. To undertake the following courses:
 - 1) ISO 45001 SEMS qualification to be acquired;
 - 2) DSA SEMT qualification to be acquired;
 - 3) Required: IOSH Managing Safely. Desirable: NEBOSH Diploma;
 - 4) Accident Investigation;
 - 5) Maritime Human Factors Facilitator Course (pre-NEBOSH Diploma);
 - 6) TRiM Practitioner;

Tasks

- 8. SO2 Safety Management is to fulfil the requirement of their purpose, using sound judgement, drawing upon the following tasks as a reference to their duties:
- 9. **SEMP.** SO2 Safety Management will
 - a. Ensure the CMR 1* SEMP meets the requirements of BRd10, Defence policy and Regulations for HS&EP. Check the SEMP to ensure it is updated as HS&EP policy evolves.
 - b. Ensure significant environmental impacts are quantified, monitored and action taken to improve performance.
 - c. Cover the full scope of activity in the organisation ensuring appropriate safety and environmental regulatory regime(s).
 - d. Define a Hierarchy of HS&EP policy appropriate to the COMMARRES area; track and record any delegations.
 - e. Developing and maintaining the organisation's HS&EP Improvement Plan, including alignment with the Navy Safety and Environment Improvement Plan (NSEIP).

10. **Organisation.** SO2 Safety Management will

- a. Conduct reviews to ensure that good practice in HS&EP is applied across the organisational structure and is reflected in personnel roles and responsibilities.
- b. Manage Duty Holding in COMMARRES's area, referring to the Navy Safety Centre if any changes in structure are proposed and assuring Duty Holders and enabling personnel are trained.
- c. Manage resources associated with the delivery of the safety function within the COMMARRES area.
- d. Ensure best practice in HS&EP matters is shared between MR units.

11. **Governance.** SO2 Safety Management will manage COMMARRES's role for and input/actions to/from:

- a. Reporting progress against actions listed in the Fleet Commander's Termly Direction letter.
- b. AoR Operating Safety Board(s) (OSB), their Terms of Reference (TORs) and Agenda, plus subordinate Working/Steering Groups
- c. The Naval Safety and Environment Board (NSEB)
- d. Relevant inputs to the Defence Safety and Environment Committee (DSEC) through COMMARRES and Dir P&T.
- e. HS&EP performance management through the Safety Management Performance Dashboard metrics.
- f. Safety maturity assessments.
- g. Enabling Organisational Safety Assessments (OSA)¹ in their AoR, keeping the NSC informed.
- h. Monitoring cross-organisation governance (e.g. RNR vs RMR)

12. **Risk.** SO2 Safety Management will

- a. Enable effective Risk Management including the correct ownership through the Risk Balanced Case process and consultations with informed stakeholders.
- b. Work with SO1 Assurance to record, review and update HS&EP risks in the Navy Command risk tool POL as HS&EP Risk Manager.

¹ BRd10 Policy Leaflet 12.1 - [Organisational Safety Assessments](#)

- c. Enabling effective HS&EP Risk Identification and Risk Response Plans throughout the organisation.

13. **Personnel.** SO2 Safety Management will:

- a. Provide advice and guidance to personnel involved in HS&EP in the organisation e.g. Commanding Officers, Support Managers and Unit Operations Officers.
- b. Provide effective information, instruction, and processes for HS&EP to personnel.
- c. Monitoring and reporting of the training of personnel in HS&EP competencies, including Competency Shortfall Management in HS&EP relevant SQEP and where this leads to RtL/RtE.

14. **Organisational learning and Assurance.** SO2 Safety Management is to oversee HS&EP organisational learning by:

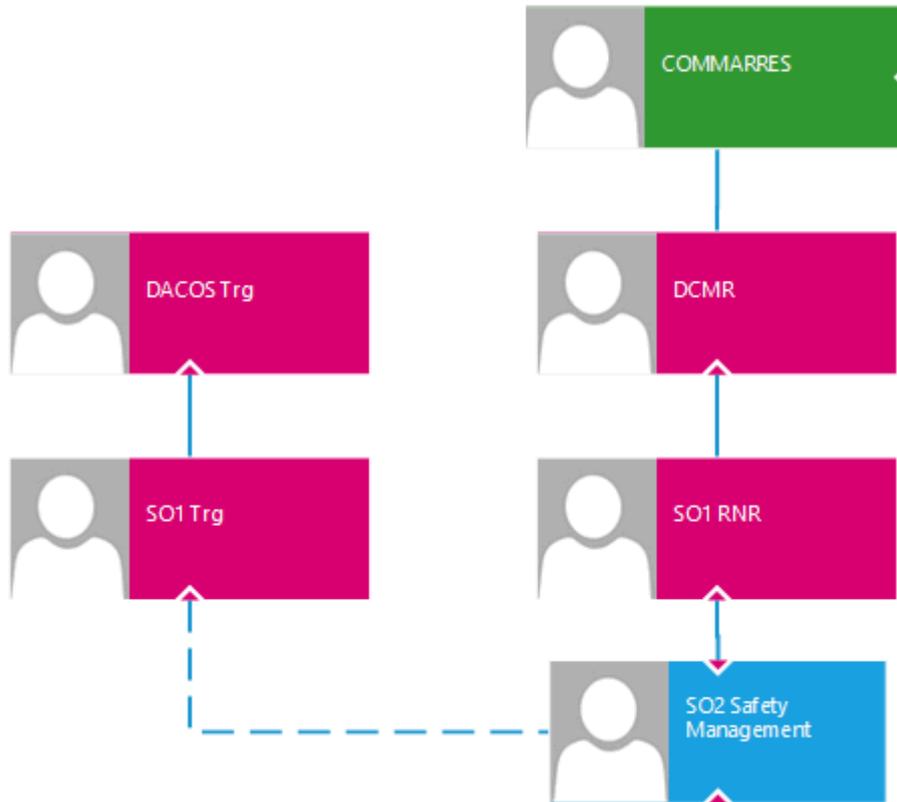
- a. Analysing of LfE for emerging trends including enabling Safety Occurrence report (NLIMS) reviews by Accountable Persons.
- b. Managing the process for completion of NLIMS learning (sign-off) with appropriate delegations.
- c. Guiding the investigations process at ISI/UI levels.
- d. Co-ordinate lessons learned from NLIMS/ISI/UI recommendations.
- e. Manage recommendations allocated to COMMARRES through DSA SIs/NSIs and the Navy Command Recommendations Implementation Tracker (RIT).
- f. Provide advice and guidance on 1st (Unit level), 2nd (CMR Assurance Team) and 3rd Party assurance regimes for HS&EP within the MR.
- g. Tracking and ensuring timely completion of any Statutory or Defence Regulatory non-conformances (Enforcement Actions, Improvement Notices, NCRs and CARs).

Committees

15. SO2 Safety Management will attend the following Committees and Groups:

- a. 1* HS&EP Committee
- b. 2* PTSEC
- c. CMR HQ invited Conferences and Meetings

Organisation



Signature of Post Holder

Signature of Line Manager

Position:
Rank:
Date:

Position:
Rank:
Date: